



# Application for Excavation Within Right-of-Way – Street / Alley Pavement

*This application is intended to verify work performed within public right-of-way and to provide the contractor with a comprehensive checklist of typical performance obligations*

- Name of Contractor: \_\_\_\_\_ Application Date: \_\_\_\_\_
- After hours/emergency phone number: \_\_\_\_\_
- Location/address of excavation: \_\_\_\_\_
- Lot No: \_\_\_\_\_ Block No: \_\_\_\_\_ Addition: \_\_\_\_\_
- Reason for excavation: \_\_\_\_\_
- Anticipated start date: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_
- Pavement Surface Type: € Concrete € Asphalt € Gravel € Sand € Brick € Other
- Size of **excavation** (Length, Width, Depth): \_\_\_\_\_  
(If depth is over four (4') foot in depth see below checklist)
- Will excavation be performed in parking or within roadway: \_\_\_\_\_  
(If within roadway see below checklist and contact City of Salina Engineering Dept.)

*NOTE: No excavation period shall exceed forty-eight (48) hours. Excavation may not begin on the last scheduled workday of the week whenever the Street Department has the role of backfill and street repair. The City Dept. of Public Works – Engineering Division (785-309-5725) must be notified no later than 2:00 PM (summer hours) or 3:00 PM (regular hours) on the final day of work. Engineering inspects streets and storm, Building Services (785-309-5715) inspects Water & Sanitary Sewer Services.*

yes no (♦)

- ☐ ☐ If working within the roadway, has a traffic control plan been designed?
- ☐ ☐ Do you anticipate total closure of the roadway?
- ☐ ☐ Are you equipped to provide all devices needed to meet current traffic codes?
- ☐ ☐ If excavation exceeds four (4') foot in depth will shoring be used?
- ☐ ☐ If excavation exceeds four (4') foot in depth will slope protection be used?
- ☐ ☐ Will excavated area be covered when left unattended overnight?
- ☐ ☐ Is there a street tree within ten (10') of the excavation? If "YES" applicant must call the City Forester at (785-826-7275) or email [steve.blue@salina.org](mailto:steve.blue@salina.org)

*By completing this application the contractor verifies that the information provided is correct and understands that all work performed within the public right-of-way remains his, the contractor's liability/responsibility until city forces arrive to perform backfill and pavement replacement. By no circumstance does this form relinquish the contractor of any local building codes or safety standards. APPLICANT, please do not sign below until asked to do so from Engineering Division Staff.*

Approved by: \_\_\_\_\_

Applicant Signature of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Building Services; Utilities Superintendent; General Services; Contractor; Engineering Inspector; File